

Course Code	Course Name	Course Type	Cd	L	T	P	Marks		
							Sessional	Final Exam	Total
<b>HSMC-101</b>	Technical Communication	HSMC	4	4	0	0	50	100	150

**COURSE OUTCOME**

At the end of the course the student will be able to	
CO1	Understand the constructs of written communication.
CO2	Develop competence in writing technical papers, research articles, proposals and reports.
CO3	Understand different aspects of verbal and non-verbal communication.
CO4	Gain effective communication skills and professional etiquettes for the workplace.
CO5	Demonstrate linguistic competence for public speaking and group discussion.

**Detailed Syllabus****Section-A**

**UNIT 1:** Basic Writing Skills: Sentence, Creating Coherence, Use of Phrases and Clauses in Sentences, Organizing Principles of Paragraphs in Documents, Techniques for Writing Precisely. Identifying Common Errors in Writing: Subject–Verb Agreement, Noun–Pronoun Agreement, Misplaced Modifiers, Redundancies, Clichés. The e-English: E-Mail Communication, Internet Abbreviations, Blogging, Challenges of English Language Online.

**(7 Hrs)**

**UNIT 2:** Technical Writing Skills: Letter Writing, Letter of Application Content, Format, Report Writing – Types, Structures, Data Collection, Content, Form, Writing a Proposal, Recommendations, Instructions, Business Communication. Creative Writing Skills: Free Writing, Biographical Writing, Autobiographical Writing, Process Description, Bar Charts and Flowcharts, Descriptive Writing, Argumentative Writing, Essay Writing, Précis Writing, Paraphrasing, Poster Making.

**(7 Hrs)**

**UNIT 3:** Reading and Listening: Improving Reading Skills: Skimming and Scanning, Reading and Note-Making, Intensive Reading and Predicting Content, Reading and Interpretation, Reading – Critical Reading, Hints Development. Listening Skills: Listening Comprehension, Difference between Listening and Hearing, Types of Listening, Types of Listening Intensity, Effective Listening, Ways to Improve Listening Skills, Listening and Note-Taking, Barriers to Effective Listening.

**(7 Hrs)****Section-B****UNIT 4:** Verbal Communication

Process of Communication and Effective Speaking: Communication Process, Barriers to Effective Communication, Flow of Organizational Communication, Language as a Tool of Communication, Pronunciation, Intonation, Stress and Rhythm, Introduction to Phonetics,

**(5 Hrs)**

**UNIT 5:** Non-Verbal Communication: Oral Communication, Communication at Workplace, Public Speaking, Persuasive Speaking, Impromptu Speaking - Extempore, Just a Minute, Debate, Conversations and Dialogues, Conversation over Telephone. Professional Etiquettes Meaning and Type, Seminar on a given topic.

**(4 Hrs)****Text Books**

S. No.	Name of the Books	Author	Publisher	Edition (Pub. Yr.)
1	Technical Communication	Wiley Editorial	Wiley	1st (2019)
2	Technical Communication: Principles and Practice	Meenakshi Raman, Sangeeta Sharma	Oxford	2nd (2011)

3	Technical Communication: A Reader-Centered Approach	Anderson	Cengage Learning	6th (2007)
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